



# UNITED STATES AIR FORCE

## JOB INVENTORY

(MANUSCRIPT FOR DISK SURVEY)

TELEPHONE SYSTEMS

AFSC 2E6X3

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OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
1550 5TH STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449

20031105 028

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BASE TO WHICH ASSIGNED

Read the list of bases and installations. Indicate the base or installation to which you are assigned.

101 Andersen AFB GU	153 Forbes Field KS	206 Little Rock AFB AR
102 Andrews AFB MD	154 Fort Wayne IAP IN	207 Los Angeles AFB CA
103 Atlantic City IAP NJ	155 Four Lakes WA	208 Luke AFB AZ
104 Aviano AB IT	156 Francis S. Gabreski IAP NY	209 MacDill AFB FL
105 Badin NC	157 Fresno Air Terminal CA	210 Madrid SP
106 Bangor IAP ME	158 Ft Bliss TX	211 Malmstrom AFB MT
107 Barbers Point NAS HI	159 Ft Indiantown Gap AIN PA	212 Mansfield Lahm Apt OH
108 Barksdale AFB LA	160 Ft Smith Municipal Apt AR	213 March ARB CA
109 Barnes Municipal Apt MA	161 Garland AGS TX	214 Martin State Apt MD
110 Beale AFB CA	162 General Mitchell IAP/ARS WI	215 Maxwell AFB AL
111 Bellingham IAP WA	163 Goodfellow AFB TX	216 McChord AFB WA
112 Birmingham Apt AL	164 Grand Forks AFB ND	217 McConnell AFB KS
113 Boise Air Field ID	165 Great Falls IAP MT	218 McEntire ANGB SC
114 Bolling AFB DC	166 Greater Peoria Apt IL	219 McGhee-Tyson ANGB TN
115 Bradley IAP CT	167 Greater Pittsburgh IAP/ARS PA	220 McGuire AFB NJ
116 Brooks AFB TX	168 Grissom ARB IN	221 Memphis IAP TN
117 Brunswick GA	169 Hall AGS AL	222 Mildenhall RAF UK
118 Buckley AFB CO	170 Hammond LA	223 Minn-St Paul IAP/ARS MN
119 Burlington IAP VT	171 Hancock Field NY	224 Minot AFB ND
120 Camp Smith HI	172 Harrisburg IAP PA	225 Misawa AB JA
121 Camp Zama JA	173 Hayward Municipal Apt CA	226 Moffett NAS CA
122 Cannon AFB NM	174 Hector IAP ND	227 Molesworth RAK UK
123 Capital Municipal Apt IL	175 Hickam AFB HI	228 Montgomery AGS AL
124 Carswell ARB TX	176 Hill AFB UT	229 Moody AFB GA
125 Channel Islands AGS CA	177 Holloman AFB NM	230 Mountain Home AFB ID
126 Charleston AFB SC	178 Homestead ARB FL	231 Naples IT
127 Charlotte/Douglas IAP NC	179 Hot Springs Apt AR	232 Nashville IAP TN
128 Cheyenne Mountain AFS CO	180 Hulman Regional Apt IN	233 Nellis AFB NV
129 Cheyenne Municipal Apt WY	181 Hurlburt Field FL	234 New Castle County Apt DE
130 Christiansted VI	182 Incirlik AB TU	235 New Orleans NAS JRB LA
131 Columbus AFB MS	183 Jackson Barracks AGS LA	236 Niagara Falls IAP/ARS NY
132 Conventry RI	184 Jackson IAP MS	237 North Highlands CA
133 Costa Mesa AGS CA	185 Jacksonville IAP FL	238 Offutt AFB NE
134 Croughton RAF UK	186 Joe Foss Field SD	239 Osan AB KOR
135 Dallas IAP TX	187 Kadena AB JA	240 Otis ANGB MA
136 Dane County Regional Apt WI	188 Kahului HI	241 Patrick AFB FL
137 Dannelly Field AL	189 Keesler AFB MS	242 Pease ANGS NH
138 Davis-Monthan AFB AZ	190 Keflavik AS IC	243 Pentagon Wash DC
139 Des Moines IAP IA	191 Kelly AFB TX	244 Peterson AFB CO
140 Dobbins ARB GA	192 Key Field MS	245 Pope AFB NC
141 Dover AFB DE	193 Kirtland AFB NM	246 Portland IAP OR
142 Duluth IAP MN	194 Klamath Falls IAP OR	247 Punta Salinas PR
143 Dyess AFB TX	195 Kulis ANGB AK	248 Quonset State Apt RI
144 Eastern WV Reg Apt/Shepherd Fld WV	196 Kunsan AB KOR	249 Ramstein AB GE
145 Eglin AFB FL	197 Lackland AFB TX	250 Randolph AFB TX
146 Eielson AFB AK	198 Lajes Field PO	251 Reno-Tahoe IAP NV
147 Einsiedlerhof GE	199 Lakenheath RAF UK	252 Rhein-Main AB GE
148 Ellington Field TX	200 Lambert-St Louis IAP MO	253 Richard E. Byrd Field VA
149 Ellsworth AFB SD	201 Langley AFB VA	254 Rickenbacker ANGB OH
150 Elmendorf AFB AK	202 Larisa Apt GR	255 Robins AFB GA
151 Fairchild AFB WA	203 Latina Airfield IT	256 Rosecrans Memorial Apt MO
152 Fairfax VA	204 Laughlin AFB TX	257 Ruppertsweiler GE
	205 Lincoln Municipal Apt NE	258 Salt Lake City IAP GA

259 San Diego CA  
260 Savannah IAP GA  
261 Schenectady Apt NY  
262 Schriever AFB CO  
263 Scott AFB IL  
264 Seattle WA  
265 Selfridge ANGB MI  
266 Sembach AB GE  
267 Sepulveda AGS CA  
268 Seymour Johnson AFB NC  
269 Shape BE  
270 Shaw AFB SC  
271 Sheppard AFB TX  
272 Sioux City IA  
273 Sky Harbor IAP AZ  
274 South Portland AGS ME  
275 Spangdahlem AB GE  
276 Spokane IAP WA  
277 Springfield-Beckley Municipal  
Apt OH  
278 Standiford Field KY  
279 Stavanger NO  
280 Stewart IAP NV  
281 Stuttgart-Vaihing GE  
282 Thule AB GL  
283 Tinker AFB OK  
284 Toledo Express Apt OH  
285 Travis AFB CA  
286 Tucson IAP AZ  
287 Tulsa IAP OK  
288 Tyndall AFB FL  
289 US Air Force Academy CO  
290 Vandenberg AFB CA  
291 Verona IT  
292 Volk Field WI  
293 W.K. Kellogg Apt MI  
294 Wheeler AAF HI  
295 Whiteman AFB MO  
296 Will Rogers World Apt OK  
297 Willow Grove ARS PA  
298 Wright-Patterson AFB OH  
299 Yeager Apt WV  
300 Yokota AB JA  
301 Youngstown ARS OH  
900 Other

**COMMAND TO WHICH ASSIGNED**

Read the list of MAJCOMs/agencies. Indicate the MAJCOM/agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

- 100 Air Combat Command
- 101 Air Education and Training Command
- 109 Air Force Communications Agency
- 115 Air Force Elements Defense Information System Agency
- 120 Air Force Elements Europe
- 125 Air Force Elements United States Atlantic Command
- 127 Air Force Elements United States Pacific Command
- 112 Air Force Elements (other)
- 138 Air Force Materiel Command
- 140 Air Force News Agency
- 144 Air Force Pentagon Communications Agency
- 150 Air Force Reserve Unit
- 142 Air Force Special Operations Command
- 155 Air Force Space Command
- 135 Air Intelligence Agency
- 159 Air Mobility Command
- 160 Air National Guard Readiness Center
- 139 Air National Guard Unit
- 164 Headquarters 11th Wing
- 175 Pacific Air Forces
- 177 United States Air Force Academy
- 179 United States Air Forces, Europe
- 200 Other (Specify on blank page at end of booklet.)



1. Are you assigned to a base or installation which is located outside the continental U.S.?

Yes  
No

2. How do you find your job? Choose only one.

Extremely Dull  
Very Dull  
Fairly Dull  
So-So  
Fairly Interesting  
Very Interesting  
Extremely Interesting

3. How does your job utilize your talents? Choose only one.

Not At All  
Very Little  
Fairly Well  
Quite Well  
Very Well  
Excellent  
Perfectly

4. How does your job utilize your training? Choose only one.

Not At All  
Very Little  
Fairly Well  
Quite Well  
Very Well  
Excellent  
Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work? Choose only one.

Extremely Dissatisfied  
Very Dissatisfied  
Slightly Dissatisfied  
Neither Satisfied Nor Dissatisfied  
Slightly Satisfied  
Very Satisfied  
Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment?  
Choose only one.

Will Retire (I will have completed at least 20 years' service)  
Definitely Will Not Reenlist  
Probably Will Not Reenlist  
Probably Will Reenlist  
Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle  
Pay and allowances  
Bonus or special pay  
Retirement benefits  
Military related education and training opportunities  
Off-duty education and training opportunities  
Medical or dental care for AD member  
Medical care or dental care for family members  
Base housing  
Base services  
Childcare needs  
Spouse's career  
Civilian job opportunities  
Equal employment opportunities  
Number of PCS moves  
Location of present assignment  
Number/duration of TDYs or deployments  
Work schedule  
Additional duties  
Job security  
Enlisted evaluation system  
Promotion opportunities  
Training/experience of unit personnel  
Unit manning  
Unit resources  
Unit readiness  
Recognition of efforts  
Esprit de corps/morale  
Leadership of immediate supervisor  
Leadership at unit level  
Senior Air Force leadership

8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle  
Pay and allowances  
Bonus or special pay  
Retirement benefits  
Military related education and training opportunities  
Off-duty education and training opportunities  
Medical or dental care for AD member  
Medical care or dental care for family members  
Base housing  
Base services  
Childcare needs  
Spouse's career  
Civilian job opportunities  
Equal employment opportunities  
Number of PCS moves  
Location of present assignment  
Number/duration of TDYs or deployments  
Work schedule  
Additional duties  
Job security  
Enlisted evaluation system  
Promotion opportunities  
Training/experience of unit personnel  
Unit manning  
Unit resources  
Unit readiness  
Recognition of efforts  
Esprit de corps/morale  
Leadership of immediate supervisor  
Leadership at unit level  
Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

None, I did not complete any deployments in support of contingencies or exercises during the past 12 months  
1 deployment  
2 deployments  
3 deployments  
4 deployments  
5 deployments  
6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

30 days or less  
31 - 59 days  
60 - 89 days  
90 - 119 days  
120 - 149 days  
150 - 179 days  
180 days or more

11. Indicate the job title which best describes your present job. Choose only one.

Career Development Course (CDC) Writer  
Combat Communications Team Member  
Command and Control Switching Technician  
Customer Service, Test and Records, or Base Centralized Testing Facility (BCTF) Technician  
Data Base Administrator  
Data Maintenance Technician  
Dial Service Administrator  
Digital Switch Administrator  
Digital Switch Technician  
Engineering and Installation Team Member  
Job Controller  
Leased Equipment Technician  
Noncommissioned Officer-in-Charge (NCOIC), Command and Control Switching  
NCOIC, Telephone Systems  
Training Instructor  
Training Instructor Supervisor  
Plans and Scheduling Technician  
Quality Assurance Evaluator (QAE)  
Shift Supervisor  
Supply Monitor  
Team Chief  
Telephone Surveyor  
Telephone Systems Installer  
Telephone Systems Maintainer  
Other

12. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

Base Centralized Testing Facility (BCTF)  
Central Office Maintenance  
Combat Communications  
Command and Control Switch Maintenance  
Communications Site  
Control Tower  
Data Maintenance  
Engineering and Installation  
Field Installation  
Ground Control Approach (GCA)

- Job or Maintenance Control  
 Leased Communications  
 Network Control Center (NCC)  
 Organizational Maintenance  
 Plans and Programs  
 Plans and Scheduling  
 Quality Assurance (QA) or Quality Control (QC)  
 Receiver Site  
 Satellite Terminal or Exchange  
 Supervision  
 Supply  
 Tactical Telephone Switching Site  
 Technical Control  
 Technical Publications  
 Telephone Survey  
 Telephone Systems Installation  
 Telephone Systems Maintenance  
 Training  
 Transceiver Site  
 Transmitter Site  
 Other
- 13. Indicate which telephone systems you install or maintain in your present job. Choose all that apply.**
- None, I do not install or maintain telephone systems in my present job  
 1A2 Key Telephone Systems  
 Alcatel 4400s  
 Definity G3s  
 Definity Prologix  
 Digital Multiplexing Systems (DMSs)-100/200  
 Digital Switching Systems (DSSs)  
 ESS-1/5s  
 Executone  
 Freedom  
 Fujitso  
 Hitachi  
 ITT 3100s  
 ITT ECS 56s  
 ITT ECS 136s  
 KN-101 Systems  
 KNS-4100 Systems  
 Lucent Switch  
 Merlin  
 Millenium  
 Mitel  
 ML 8000s  
 MSL-100/200s  
 MSL-1000s  
 Norstar  
 Nortel Call Center Management Information Systems  
 Nortel Voice Over Internet Protocols  
 Onyx  
 Remote Switching Units (RSUs)  
 SB-3614s  
 SB-3865s
- Siemens Hicom 300s  
 SL-1s  
 Solid-State Intercommunications Systems  
 SYS 85s  
 Tele Communications Management Systems  
 Theater Deployable Communications Integrated Communication Access Packages (TDC/ICAPs)  
 TIE Businesscom Plus Systems  
 TTC-39/A(V)4s  
 Other
- 14. Indicate which telephone systems-associated equipment you install or maintain in your present job. Choose all that apply.**
- None, I do not install or maintain telephone systems-associated equipment in my present job  
 Amphenol Makers  
 Analog Telephones, Singleline or Multiline  
 Attendant Consoles  
 Attenuation Equipment  
 Batteries  
 Battery Chargers  
 Cables, CAT 3  
 Cables, CAT 5  
 Cables, Coaxial  
 Cables, Fiber  
 Cables, Tactical Telephone  
 Channel Banks  
 Channel Service Units  
 Charger and Power Boards  
 Command and Control Switching System (CCSS)  
 Processors, such as Alpha Processors  
 Common Battery (CB) Lines  
 Conference Units  
 Control and Status Panels (CSPs)  
 Crash Conference Nets  
 Cross Connect Blocks  
 Cryptographic Equipment, such as KG 84s, KG 194s, or KIV-7s  
 Data Interface Units  
 Digit Senders  
 Digital Absorbing Connectors  
 Digital Absorbing Selectors  
 Digital Audio Tapes (DATs)  
 Digital Cross-Connects  
 Digital Echo Suppressors  
 Digital Telephones, Singleline or Multiline  
 Distributing Terminal Assemblies (DTAs)  
 Distribution Boxes  
 Distribution Frames  
 End Cell Chargers  
 Equipment Line Cards  
 Ethernets  
 Hard Disk Drives  
 Input/Output Device (IOD) Areas  
 Integrated Systems Digital Network (ISDN)  
 Integrated Digital Network Exchange (IDNX) Systems

Interface and Control Card Cage Assemblies	Fiber Optic Tracers
Jumpers	Hydrometers
Key Units	Impedance Bridges
Line Conditioning Equipment	Induction Amplifiers
Local Area Networks (LANs)	Maintenance Administration Positions (MAPs) or Equivalent
Magnetic Tape Drive Units	Megohmmeters
Modems	Multimeters
Modular Connecting Blocks	Noise Generators
Multiplexer Systems	Oscilloscopes
Networks	Resistance Decade Boxes
Patch Bays	Ringer Units
Patch Panels	Signal Generators, Audio
Peripheral Modules (PMs)	Signal Generators, Visual
Power and Interrupter Units	Test Access Units
Power Converters	Test Benches
Power Distribution Centers	Test Interface Units
Power Inverters	Test Lamps
Printed Wiring Assemblies (PWAs)	Test Receiver Sets, such as Click Sets
Printers	Test Sets, 26600
Recorders	Test Sets, 3550-B
Repeaters	Test Sets, Bit Error Rate
Ringing Generators	Test Sets, Circuit Unit
Speaker Phones	Test Sets, Electronic Halcyon 520-B
SuperNodes	Test Sets, Handheld Telephone
Telephone Communications Management Systems	Test Sets (HATS-II), Handheld Analog
Telephones, Secure	Test Sets, Hekimian
Telephones, Tactical	Test Sets, Impulse Noise
Tellab Cards	Test Sets, Insulation
Touch Screen Consoles	Test Sets, ISDN Handheld Telephones
Transceivers	Test Sets, Noise Measurement
Trunks	Test Sets, Pulsing Limits
Universal In-Dial/Out-Dial Equipment	Test Sets, Sage
Video Teleconferencing (VTC)	Test Sets, Signal
Voice Mail Systems	Test Sets, Span Repeater
Other	Test Sets, Station Ground
15. Indicate which test equipment you use or operate in your present job. Choose all that apply.	Test Sets, Tautron Repeater
None, I do not use or operate test equipment in my present job	Test Sets, Transmission and Delay Measuring
Audio Oscillators	Testers, Cable
Channel Alignment Units	Testers, LAN Cable, such as CAT 5
Chart Recorders	Testers, Line Card
Counters, Frequency	Testers, Slot
Counters, Impulse Noise	Time Domain Reflectometers, other than Optical
Decibel Meters	Time Domain Reflectometers (OTDRs), Optical
Digital Probes	Tone Generators
Distortion Analyzers	Transmission Impairment Measurement Sets (TIMSs)
Dummy Loads or Plugs	TTC Firebird Communications Analyzers
Fiber Optic Power Meters	Variable Transformers
Fiber Optic Splice Kits	VEN-CATs
	Voltmeters
	WILTRON Test Boards
	Other

#### A. PERFORMING GENERAL TELEPHONE SYSTEMS ACTIVITIES

1. Analyze equipment installation instructions or specifications
2. Analyze equipment outage or malfunction reports
3. Apply corrosion preventive materials to equipment or supplies
4. Assemble or disassemble command and control switching system (CCSS) processors
5. Assemble or disassemble conference systems
6. Assemble or disassemble control and status panels (CSPs)
7. Assign job control numbers
8. Attach equipment mountings
9. Attach identification tags to station cable ends
10. Connect or disconnect inside cables to or from connecting blocks or junction boxes
11. Connect or disconnect inside wiring to or from line protectors or electrical surge arrestors (ESAs)
12. Coordinate circuit or trunk outages with appropriate agencies
13. Coordinate leased equipment repairs with appropriate agencies
14. Coordinate troubleshooting with appropriate agencies
15. Cross-connect intermediate or main distribution frames
16. Escort personnel in secure areas
17. Install or remove amphenol connectors
18. Install or remove batteries, other than for switches
19. Install or remove cannon plugs
20. Install or remove circuit cards or electrical card assemblies
21. Install or remove CSPs
22. Install or remove dial lines
23. Install or remove direct lines
24. Install or remove external signaling devices
25. Install or remove fuses
26. Install or remove intercommunications systems
27. Install or remove jackboxes
28. Install or remove light indicators
29. Install or remove modems
30. Install or remove modular connecting blocks
31. Install or remove multiple-pair terminals
32. Install or remove patch panels
33. Install or remove private branch exchange (PBX) multiline instruments
34. Install or remove receivers
35. Install or remove repeaters
36. Install or remove ringer units
37. Install or remove single-pair terminals
38. Install or remove singleline instruments, other than field telephones
39. Install or remove spade-tipped connecting blocks
40. Install or remove telephone cable moldings
41. Install or remove transceivers
42. Install or remove transformers
43. Install or remove transmitters
44. Interpret drawings, diagrams, or schematics
45. Isolate malfunctions to cannon plugs
46. Isolate malfunctions to data transmission media or special circuits
47. Pack or tag components or spare parts
48. Perform corrosion control inspections
49. Perform preventive maintenance inspections (PMIs) on intermediate or main distribution frames
50. Perform site survey evaluations
51. Plan locations of equipment or supplies with subscribers
52. Review traffic management surveys
53. Solder or desolder terminals
54. Straighten terminal block terminals
55. Trace calls

56. Troubleshoot basic electronic circuitry
57. Wrap or unwrap terminals

#### B. PERFORMING SURVEY ACTIVITIES

58. Assign due dates
59. Coordinate government-owned equipment charges with appropriate agencies
60. Coordinate lease requirements with base procurement offices
61. Coordinate leased equipment charges with appropriate agencies
62. Coordinate telephone installation activities with appropriate agencies
63. Create lists of materials (LOMs) for workorders
64. Determine modes of transport of materials
65. Determine precedence of workorders
66. Evaluate subscriber requests for equipment or supplies
67. Evaluate telephone equipment service charges
68. Evaluate telephone equipment workorder discrepancies
69. Evaluate telephone service request sites
70. Interpret communications service reports
71. Log requirements for telephone installations
72. Perform quality assurance (QA) evaluations on contracts
73. Prepare summaries of authorized equipment or services
74. Review communications service authorization forms
75. Review materiel control logs
76. Review subscriber-requested communications layouts
77. Review supply publications for availability of equipment or supplies
78. Review telephone workorder logs
79. Sketch installation designs
80. Sketch modification designs
81. Update government-owned telephone workorder registers
82. Update leased telephone work order logs
83. Write communications service reports
84. Write mission impairment reports

#### C. MAINTAINING CABLES, WIRING, AND ASSOCIATED EQUIPMENT

85. Connect or disconnect drop wires to or from terminals
86. Construct equipment backboards
87. Install or remove audible alarms
88. Install or remove base siren circuits
89. Install or remove bridging clips on connecting blocks
90. Install or remove cable runs, other than CAT 5
91. Install or remove cable troughs or conduits
92. Install or remove cables in underfloor conduit systems
93. Install or remove CAT 5 twisted-pair cables
94. Install or remove cross-connect panels
95. Install or remove distribution cables
96. Install or remove external wiring
97. Install or remove feeder cables
98. Install or remove ground rods
99. Install or remove ground wires
100. Install or remove grounding clamps
101. Install or remove inside wiring
102. Install or remove jumpers
103. Install or remove line protectors
104. Install or remove modular clips
105. Install or remove multi-pair cables, shielded or unshielded
106. Install or remove plenum cables

107. Install or remove ribbon cables
108. Install or remove single-pair cables, shielded or unshielded
109. Install or remove telephone system terminal cans
110. Isolate malfunctions to key telephone cabinet wiring
111. Isolate malfunctions to line protectors
112. Isolate malfunctions to telephone system terminal cans
113. Mark, cut, strip, butt, or fan cables, other than CAT 5 twisted-pair
114. Mark, cut, strip, butt, or fan CAT 5 twisted-pair cables
115. Perform amplitude response tests
116. Perform bit error rate tests
117. Perform cable pairs tests prior to installation
118. Perform CAT 5 twisted pair cables tests
119. Perform frequency response tests
120. Perform idle channel noise tests
121. Perform impulse noise transmission tests
122. Perform loop resistance or insulation tests
123. Perform station ground resistance tests
124. Perform system corrective maintenance on intercommunication systems
125. Perform transmission-level tests
126. Tie-wrap, lace, or clamp cables or wires
127. Visually inspect telephone-associated equipment
128. Visually inspect wiring

#### **D. MAINTAINING HANDSETS, HEADSETS, AND TELEPHONES**

129. Bench check explosion-proof telephones
130. Bench check headsets
131. Bench check multiline telephones
132. Bench check push-to-talk handsets
133. Bench check weatherproof telephones
134. Install or remove headsets
135. Install or remove push-to-talk handsets
136. Isolate malfunctions to headsets
137. Isolate malfunctions to multiline telephones
138. Isolate malfunctions to push-to-talk handsets
139. Isolate malfunctions to singleline telephones, other than field telephones
140. Isolate malfunctions to speaker phones
141. Perform corrective maintenance on substations
142. Perform operational test on substations

#### **E. MAINTAINING KEY TELEPHONE SYSTEMS**

143. Assign station codes in telephone sets
144. Connect or disconnect panels to or from satellite boards
145. Connect or disconnect terminal blocks to or from satellite boards
146. Install or remove 1A2 key system components
147. Install or remove electronic key system components
148. Install or remove key telephone units (KTUs)
149. Install or remove lamp extenders
150. Install or remove power supplies
151. Install or remove surge protectors
152. Isolate malfunctions to lamp extenders
153. Isolate malfunctions within 1A2 key systems
154. Isolate malfunctions within electronic key systems
155. Isolate malfunctions within intercommunications systems
156. Prepare strapping sheets for installations or modifications
157. Program telephones and electronic key systems

- 158. Restore wiring in key telephone cabinets
- 159. Wire telephones for 1A2 key systems

#### F. PERFORMING SWITCH ADMINISTRATION ACTIVITIES

- 160. Analyze operational measurement (OM) or traffic management data
- 161. Analyze or interpret switch performance monitoring systems (SPMSs) or equivalent
- 162. Annotate automatic message accounting (AMA) requests
- 163. Assign line assignments
- 164. Assign personal identification number (PIN) for long distance call processing
- 165. Assign trunk assignments
- 166. Establish ring down circuits
- 167. Establish or evaluate switch security
- 168. Establish or modify call routings
- 169. Initiate service orders for integrated business networks (IBNs) and business sets
- 170. Initiate thresholds on system logs
- 171. Interpret structure of translation data tables
- 172. Maintain call accounting software
- 173. Maintain trunks
- 174. Maintain voice mail systems
- 175. Perform modifications to data tables
- 176. Perform translation verifications (TRAVERs) or equivalent
- 177. Program distributed call systems between public switches (PBXs)
- 178. Program trunks
- 179. Route or interpret log utility (LOGUTIL) reports
- 180. Update office images

#### G. MAINTAINING DIGITAL SWITCHING SYSTEMS

- 181. Access lines or trunks from maintenance administration positions (MAPs) or equivalent
- 182. Adjust or align circuit cards or electrical card assemblies
- 183. Adjust or align receivers
- 184. Adjust or align transceivers
- 185. Adjust or align transmitters
- 186. Check diagnostic failures using trouble locating procedures
- 187. Create OM reports
- 188. Create software images or database backups
- 189. Install or remove analog or digital station cards
- 190. Install or remove attendant consoles
- 191. Install or remove cards in input/output controllers (IOCs)
- 192. Install or remove cards in long-haul service networks, such as DSNs or defense red switch networks (DRSNs)
- 193. Install or remove cards in networks, other than long-haul service
- 194. Install or remove cards in peripheral modules (PMs)
- 195. Install or remove cards in super node signal engineering (SNSE) systems
- 196. Install or remove cards in T-spans
- 197. Install or remove carrier modules
- 198. Install or remove channel bank cards
- 199. Install or remove defense switch networks (DSNs) equipment
- 200. Install or remove digital audio tape (DAT) drives
- 201. Install or remove digital echo suppressors
- 202. Install or remove digital recording announcement machines (DRAMs)
- 203. Install or remove ground straps
- 204. Install or remove hard disk drives, such as system load modules (SLMs)
- 205. Install or remove land mobile radio nets
- 206. Install or remove line interface equipment
- 207. Install or remove magnetic tape drive units
- 208. Install or remove power converters

209. Install or remove power inverters
210. Install or remove processor equipment
211. Install or remove rectifiers
212. Install or remove signal generators
213. Install or remove visual display units (VDUs)
214. Isolate malfunctions to analog or digital station cards
215. Isolate malfunctions to attendant consoles
216. Isolate malfunctions to DAT drives
217. Isolate malfunctions to digital switching system alarm systems
218. Isolate malfunctions to hard disk drives, such as SLMs
219. Isolate malfunctions to IOCs
220. Isolate malfunctions to land mobile radio nets
221. Isolate malfunctions to line interface equipment
222. Isolate malfunctions to long-haul service networks, such as DSNs or DRSNs
223. Isolate malfunctions to magnetic tape drive units
224. Isolate malfunctions to networks or matrices, other than long-haul service
225. Isolate malfunctions to or on card cage assemblies
226. Isolate malfunctions to or on carrier modules
227. Isolate malfunctions to or on channel banks
228. Isolate malfunctions to or on conference equipment
229. Isolate malfunctions to or on digital echo suppressors
230. Isolate malfunctions to or on DRAMs
231. Isolate malfunctions to or on multiplexers
232. Isolate malfunctions to or on optic T-carriers
233. Isolate malfunctions to or on printed wiring assemblies (PWAs)
234. Isolate malfunctions to or on T-spans
235. Isolate malfunctions to PMs
236. Isolate malfunctions to processor equipment
237. Isolate malfunctions to VDUs
238. Maintain patch panels
239. Mount device independent recording package subsystems (DIRPS)
240. Mount system tapes
241. Perform busy-out or out-of-service procedures
242. Perform PMIs on air filters or blower motors
243. Perform PMIs on attendant consoles
244. Perform PMIs on batteries
245. Perform PMIs on channel banks
246. Perform PMIs on digital switching system alarm systems
247. Perform PMIs on digital trunk interface equipment
248. Perform PMIs on DSN or DRSN equipment
249. Perform PMIs on ground straps
250. Perform PMIs on input/output devices (IODs), such as VDUs, printers, or drives
251. Perform PMIs on line interface equipment
252. Perform PMIs on magnetic tape drive units
253. Perform PMIs on power converters
254. Perform PMIs on power inverters
255. Perform PMIs on power supplies
256. Perform PMIs on processor equipment
257. Perform PMIs on T-spans
258. Prepare cut sheets
259. Remove or replace air filters or blower motors
260. Remove or replace PWAs
261. Restore permanent lock outs (PLOs)
262. Review patch applications
263. Review software updates
264. Review system logs
265. Set up circuit paths for data transmission systems

- 266. Set up circuit paths for special circuit systems
- 267. Update program data
- 268. Update route records
- 269. Update trunking or circuit diagrams
- 270. Verify call routings after software updates
- 271. Verify circuits using jackfields on MAPs
- 272. Verify integrity of software images

#### H. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES

- 273. Annotate customer service request (CSR) logs
- 274. Annotate distributing terminal assembly (DTA) records
- 275. Annotate equipment repair logs
- 276. Annotate workorders
- 277. Compile data for records, reports, logs, or trend analyses
- 278. Complete accident or incident reports
- 279. Complete intermediate crossconnect sheets
- 280. Complete telephone/data trouble tickets
- 281. Coordinate communications-computer systems installation records (CSIRs) with appropriate agencies
- 282. Destroy classified materials or documents
- 283. Establish or maintain accountability records for classified materials or documents
- 284. Establish or maintain automated technical order management system (ATOMS) accounts
- 285. Identify and report suspected security compromises
- 286. Initiate classified reports, messages, or documents
- 287. Initiate requests for temporary duty (TDY) orders
- 288. Initiate or maintain standby rosters or workcenter pyramid recall rosters
- 289. Inventory classified materials or documents
- 290. Maintain administrative files
- 291. Maintain key systems records
- 292. Maintain publications libraries, other than technical order (TO) libraries
- 293. Maintain time compliance technical orders (TCTOs)
- 294. Maintain TO libraries
- 295. Maintain or update status indicators, such as boards, graphs, or charts
- 296. Participate in TCTO meetings
- 297. Prepare administrative or classified materials for mailing, transporting, or issue
- 298. Prepare cost estimates
- 299. Prepare dispatch schedules
- 300. Review engineered project directives
- 301. Review man-hour accounting forms or summaries
- 302. Update man-hour accounting forms or summaries
- 303. Update site-unique strapping data records
- 304. Update telephone system records
- 305. Update trunking assignment records
- 306. Write minutes of briefings, conferences, or meetings

#### I. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

- 307. Assign workorder numbers to equipment and LOMs
- 308. Coordinate installation of equipment with contract personnel or associated system personnel
- 309. Coordinate maintenance of equipment with appropriate agencies
- 310. Develop equipment checklists
- 311. Evaluate serviceability of equipment, tools, parts, or supplies
- 312. Identify and report equipment or supply problems
- 313. Initiate requisitions for equipment, tools, parts, or supplies
- 314. Inventory equipment, tools, parts, or supplies
- 315. Issue or log turn-ins of equipment, tools, parts, or supplies
- 316. Label equipment

- 317. Maintain documentation on items requiring periodic inspections or calibrations
- 318. Maintain organizational equipment or supply records
- 319. Pick up or deliver equipment, tools, parts, or supplies
- 320. Process LOMs for workorders

#### J. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

- 321. Assemble or disassemble cantonment facilities
- 322. Assign personnel to mobility or contingency positions
- 323. Brief deploying personnel
- 324. Complete operations plan (OPLAN) sourcing requirements
- 325. Compute OPLAN requirements status listings
- 326. Conduct contingency operation/mobility planning and execution system (COMPES) programs
- 327. Conduct mobility or deployment site surveys
- 328. Connect or disconnect fieldwire to communication junction boxes
- 329. Coordinate circuit activations with technical control and telephone switching
- 330. Coordinate mobility exercise or contingency requirements with appropriate agencies
- 331. Coordinate specific source of personnel requirements with appropriate agencies
- 332. Determine cost factors for support agreements
- 333. Determine specific source of personnel requirements for deployment manning documents
- 334. Develop centralized in- and out-processing procedures to support mobility, contingency, or exercise requirements
- 335. Develop contingency exercise mobility (CEM) orders
- 336. Develop mobility inspection checklists
- 337. Develop personnel recall and accounting procedures
- 338. Dig trenches
- 339. Don or doff chemical warfare personal protective clothing
- 340. Draft or write mobility exercise or deployment after-action reports
- 341. Erect tents
- 342. Inspect mobility bags or kits
- 343. Inspect packed or palletized mobility or contingency equipment prior to transport
- 344. Install telephones to remote multiplexer combiner (RMC) circuit cards
- 345. Install telephones to line termination units (LTUs)
- 346. Install or remove 407L cables
- 347. Install or remove field telephones
- 348. Install or remove JK4 wires
- 349. Install or remove quad wires
- 350. Install or remove tactical switchboards
- 351. Install or remove WD1 wires
- 352. Isolate malfunctions to field telephones
- 353. Isolate malfunctions to tactical switchboards
- 354. Maintain 407L cables
- 355. Maintain CX cables
- 356. Maintain disaster preparedness checklists
- 357. Maintain JK4 wires
- 358. Maintain quad wires
- 359. Maintain WD1 wires
- 360. Operate M-series vehicles during contingency exercises or operations
- 361. Operate manual cable reeling units
- 362. Pack or palletize mobility or contingency equipment for shipment or movement
- 363. Perform camouflage procedures
- 364. Perform camp security
- 365. Perform chemical warfare agent decontamination procedures
- 366. Perform cover and concealment techniques for work party security
- 367. Perform explosive ordnance reconnaissance
- 368. Perform pallet buildup activities
- 369. Perform plans file and mobility file matches
- 370. Perform PMIs on field telephones

371. Perform predeployment reconnaissance surveys
372. Plan locations of field cable runs
373. Prepare equipment for deployments
374. Prepare sites at deployed locations, such as cutting grass or removing snow
375. Provide OPLAN requirements status listings to unit commanders
376. Repair triax cables
377. Request or distribute mobility requirements documents
378. Set up or tear down shelters
379. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

#### K. PERFORMING TRAINING ACTIVITIES

380. Administer or score tests
381. Brief personnel concerning training programs or matters
382. Complete student entry or withdrawal forms
383. Conduct formal course classroom training
384. Conduct on-the-job training (OJT)
385. Counsel trainees on training progress
386. Determine training requirements
387. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSS)
388. Develop training programs, plans, or procedures
389. Develop written tests
390. Develop or procure training materials or aids
391. Establish or maintain study reference files
392. Evaluate effectiveness of training programs, plans, or procedures
393. Evaluate training methods or techniques of instructors
394. Evaluate progress of trainees
395. Inspect training materials or aids for operation or suitability
396. Maintain training records or files
397. Personalize lesson plans
398. Prepare job qualification standards (JQSs)
399. Write training reports

#### L. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

400. Annotate time and attendance sheets for civilian employees
401. Assign personnel to work areas or duty positions
402. Assign sponsors for newly assigned personnel
403. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
404. Conduct safety inspections of equipment or facilities
405. Conduct self-inspections or self-assessments
406. Conduct staff assistance visits, inspections, or audits
407. Conduct supervisory orientations for newly assigned personnel
408. Conduct supervisory performance feedback sessions
409. Coordinate modification of parts or equipment with appropriate agencies
410. Coordinate QA evaluations or quality control (QC) inspections with inspectors
411. Counsel subordinates concerning personal matters
412. Determine telephone installation or maintenance requirements
413. Determine or establish work assignments or priorities
414. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
415. Develop organizational or functional charts
416. Develop resource protection programs
417. Develop self-inspection or self-assessment program checklists
418. Develop or establish work methods or procedures
419. Develop or establish work schedules
420. Direct installation of telephone equipment
421. Draft budget requirements

- 422. Draft host-tenant or interservice agreements
- 423. Draft supplements or changes to directives, such as policy directives, instructions, or manuals
- 424. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- 425. Establish performance standards for subordinates
- 426. Establish procedures for accountability of equipment, tools, parts, or supplies
- 427. Evaluate inspection report findings or inspection procedures
- 428. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) standards
- 429. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
- 430. Evaluate personnel for compliance with performance standards
- 431. Evaluate personnel for promotion, demotion, reclassification, or special awards
- 432. Evaluate telephone system damage incidents
- 433. Implement corrosion control programs
- 434. Implement cost reduction programs
- 435. Implement emergency or disaster preparedness plans
- 436. Implement man-hour accountability procedures
- 437. Implement QA or QC programs
- 438. Implement safety or security programs
- 439. Initiate actions required due to substandard performance of personnel
- 440. Initiate personnel action requests
- 441. Inspect personnel for compliance with military standards
- 442. Interpret policies, directives, or procedures for subordinates
- 443. Investigate accidents or incidents
- 444. Plan layouts of facilities
- 445. Review budget requirements
- 446. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- 447. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 448. Review personnel reliability program (PRP) requirements for workcenter personnel
- 449. Schedule personnel for TDY assignments, leaves, or passes
- 450. Write inspection reports
- 451. Write job or position descriptions
- 452. Write recommendations for awards or decorations
- 453. Write replies to inspection reports
- 454. Write staff studies, surveys, or routine reports, other than training or inspection reports
- 455. Write or indorse civilian performance appraisals
- 456. Write or indorse military performance reports